CIVIC STATION UNIVERSAL CORE

Business and Civic Partnership

Workforce, infrastructure, prosperity, and trust

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Civic Station Universal Core
Jeremy Levan
America Together 2028

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Main Content

Selected Source Materials

> This section presents selected source materials related to the purpose of this volume.

Civic Station Community Network Workforce Development Partnership Handbook Reference Edition V1.0.0

OM-475

CIVIC STATION COMMUNITY NETWORK WORKFORCE DEVELOPMENT PARTNERSHIP

HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

==========

Document ID: OM-475

Title: Civic Station Community Network Workforce Development Partnership Handbook

Publisher: America Together 2028

Document Version: 1.0.0

Publication Year: 2026

References: OM-001 through OM-474

==========

1. PURPOSE

This handbook establishes recommended practices for building relationships with employers, educators, training providers, workforce organizations, industry groups, and community partners to expand and strengthen workforce development systems within the Civic Station Community Network.

The Workforce Development Partnership model provides a framework for creating cooperative relationships that improve skill development, connect people with opportunities, support career pathways, and strengthen long-term workforce capability.

==========
2. OBJECTIVES
==========

Workforce development partnerships should:

- Expand workforce resources • Connect education and employment systems
- Support workers and employers • Strengthen collaboration • Improve

career opportunities • Build stronger workforce networks

==========
3.

PARTNERSHIP PRINCIPLES

Workforce development partnerships should emphasize:

- Shared goals • Mutual benefit • Clear communication • Trust •

Collaboration • Continuous improvement

==========

4.

PARTNERSHIP AREAS

Workforce development partnerships may include:

- Employers • Educational institutions • Training providers • Workforce

organizations • Industry groups • Community resource providers

==========

5.

PARTNERSHIP DEVELOPMENT PROCESS

Organizations should support:

- Identifying potential partners • Understanding workforce needs •

Establishing communication • Creating collaboration plans • Supporting initiatives • Reviewing outcomes

==========

6.

PARTNERSHIP SUPPORT SYSTEMS

Civic Stations should provide:

- Partner information • Communication pathways • Workforce resources •

Training connections • Career opportunities • Feedback systems

==========

7.

PARTNERSHIP MANAGEMENT

Organizations should maintain:

- Partnership procedures • Partner records • Workforce information •

Collaboration records • Review processes • Improvement plans

==========

8.

DOCUMENTATION

Maintain records including:

- Partnership guidelines • Partner information • Workforce plans •

Training resources • Feedback information • Improvement recommendations

==========

9.

CONTINUOUS IMPROVEMENT

Civic Station workforce development partnership capabilities should evolve through experience, feedback, measurement, innovation, and changing community needs.

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a Civic Station workforce development partnership network where employers, educators, training providers, workforce organizations, residents, and community partners work together to expand skills, strengthen career pathways, and build lasting workforce capability.

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END OF OM-475

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Civic Station Community Network Workforce Development Partnership Handbook Reference Edition V1.0.0

OM-575

CIVIC STATION COMMUNITY NETWORK WORKFORCE DEVELOPMENT PARTNERSHIP

HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-575

Title: Civic Station Community Network Workforce Development Partnership Handbook

Publisher: America Together 2028

Document Version: 1.0.0

Publication Year: 2026

References: OM-001 through OM-574

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1. PURPOSE

This handbook establishes recommended practices for building relationships with employers, educators, training organizations, workforce agencies, labor organizations, businesses, and community partners to expand and strengthen workforce systems within the Civic Station Community Network.

The Workforce Development Partnership model provides a framework for creating cooperative relationships that improve career access, connect communities with resources, support skill development, encourage workforce innovation, and strengthen long-term workforce capability.

==========

2. OBJECTIVES

==========

Workforce development partnerships should:

- Expand workforce resources • Support career pathways • Connect workers

with opportunities • Strengthen collaboration • Improve training access

- Build resilient workforce networks

==========

3.

PARTNERSHIP PRINCIPLES

Workforce development partnerships should emphasize:

- Shared goals • Mutual benefit • Clear communication • Trust •

Collaboration • Continuous improvement

==========

4.

PARTNERSHIP AREAS

Workforce development partnerships may include:

- Employers • Educational organizations • Training providers • Workforce

agencies • Labor organizations • Community organizations

==========

5.

PARTNERSHIP DEVELOPMENT PROCESS

Organizations should support:

- Identifying potential partners • Understanding workforce needs •

Establishing communication • Creating collaboration plans • Supporting initiatives • Reviewing outcomes

==========

6.

PARTNERSHIP SUPPORT SYSTEMS

Civic Stations should provide:

- Partner information • Communication pathways • Training resources •

Career connections • Workforce programs • Feedback systems

==========

7.

PARTNERSHIP MANAGEMENT

Organizations should maintain:

- Partnership procedures • Partner records • Employer information •

Training information • Collaboration records • Improvement plans

==========

8.

DOCUMENTATION

Maintain records including:

- Partnership guidelines • Partner information • Workforce plans •

Training records • Feedback information • Improvement recommendations

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9.

CONTINUOUS IMPROVEMENT

Civic Station workforce development partnership capabilities should evolve through experience, feedback, measurement, innovation, and changing community needs.

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a Civic Station workforce development partnership network where residents, workers, employers, educators, organizations, and partners work together to expand career opportunities, strengthen training systems, improve workforce connections, and build lasting community workforce capability.

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END OF OM-575

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Business Community Pathway

Title: Business Community Pathway

Purpose: Help businesses, chambers, workforce partners, and economic-development participants understand their connections to civic systems.

Relationship to Universal Core: Universal Core provides neutral references for partnerships, planning, workforce, services, and community prosperity; it does not direct business decisions or replace law and regulation.

Intended audience: Business owners, chambers, industry groups, workforce partners, economic-development organizations, entrepreneurs, and public-private partnership teams.

WHY THIS PATHWAY MAY BE RELEVANT

Businesses depend on infrastructure, workforce, public services, regulation, education, financing, community trust, and long-term regional prosperity.

Starting documents:

- CSF-0005 — Understanding Civic Systems
- CSA-3470 — Civic Economic Development Architecture Framework
- CSA-3471 — Economic Development Governance Framework
- CSA-3472 — Economic Development Planning Framework

- CSA-3690 — Economic Development and Community Prosperity Architecture Framework
- OM-451 — Economic Development Foundation Handbook
- OM-455 — Economic Development Partnership Handbook

Recommended next areas:

- Workforce development and education partnerships
- Infrastructure and service dependencies
- Economic resilience and continuity
- Community partnerships and public trust
- Measurement, evaluation, and sustainable prosperity

Related pathways:

- PLANNING_AND_DEVELOPMENT_PATHWAY.txt
- NONPROFIT_PATHWAY.txt
- STATE_GOVERNMENT_PATHWAY.txt
- COMMUNITY_ORGANIZATION_PATHWAY.txt

USE NOTE

This pathway is optional navigation, not a mandatory curriculum, operating directive, or assertion of authority. Applicable constitutions, laws, regulations, court rules, policies, professional standards, and duly assigned institutional authorities remain controlling. The complete Universal Core archive remains available when the starting set is too narrow for the question.

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Universal Information Governance Business Glossary Framework

CSA-122 — Universal Information Governance Business Glossary Framework Version: Draft 0.1 Series: Civic Station Architecture Status: Architecture Planning Document

1. PURPOSE

This framework establishes a standardized approach for developing and governing an enterprise business glossary throughout the Civic Station ecosystem. A shared glossary provides common definitions for business terms, improves communication, reduces ambiguity, and supports consistent governance across all Civic Station deployments.

2. OBJECTIVES

- Establish common business terminology.
- Eliminate conflicting definitions.
- Improve organizational communication.
- Support data governance and stewardship.
- Strengthen interoperability between organizations.
- Align business terminology with the Universal Core architecture.

3. BUSINESS GLOSSARY PRINCIPLES

The enterprise glossary shall be:

- Authoritative

- Consistent
- Understandable
- Accessible
- Version controlled
- Governed

4. BUSINESS GLOSSARY MODEL

Each glossary entry should define:

- Business term
- Standard definition
- Alternate names or abbreviations
- Business owner
- Data steward
- Related terms
- Applicable domains
- Approval status
- Version history
- Review schedule

5. BUSINESS GLOSSARY LIFECYCLE

Glossary management activities include:

- Proposal
- Review
- Approval
- Publication
- Adoption

- Maintenance
- Revision
- Retirement

6. BUSINESS GLOSSARY CONTROLS

Organizations may implement:

- Central glossary repositories
- Approval workflows
- Version management
- Cross-reference mapping
- Search capabilities
- Governance dashboards

7. PERFORMANCE INDICATORS

Organizations should monitor:

- Glossary coverage
- Definition consistency
- Review completion rate
- User adoption
- Duplicate term reduction
- Standards compliance

8. GOVERNANCE

Leadership shall establish terminology standards, appoint business owners and stewards, approve official definitions, oversee glossary quality, allocate governance resources, and ensure consistent enterprise terminology.

9. CONTINUAL IMPROVEMENT

The business glossary should improve through stakeholder feedback, governance reviews, terminology audits, standards refinement, technology modernization, and lessons learned.

10. SUCCESS CRITERION

Every Civic Station deployment should maintain a governed enterprise business glossary that provides clear, consistent, authoritative terminology supporting communication, interoperability, governance, and the Universal Core architecture.

Organizational Reporting And Business Intelligence Handbook Reference Edition V1.0.0

OM-086

ORGANIZATIONAL REPORTING AND BUSINESS INTELLIGENCE HANDBOOK

America Together 2028 Reference Edition

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DOCUMENT INFORMATION

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Document ID: OM-086

Title: Organizational Reporting and Business Intelligence Handbook

Publisher: America Together 2028

Edition: America Together 2028 Reference Edition

Document Version: 1.0.0

Publication Year: 2026

References: CS-001 through CS-007 OM-001 through OM-085

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1. PURPOSE

This handbook establishes recommended practices for producing, managing, and using organizational reports and business intelligence to support leadership, operational oversight, strategic planning, and public accountability.

==========
2. OBJECTIVES
==========

Reporting practices should:

- Deliver timely information • Improve organizational visibility •

Support evidence-based decisions • Encourage transparency • Reduce reporting duplication • Promote continuous improvement

==========
3. REPORT CATEGORIES
==========

Organizations are encouraged to maintain reports such as:

- Executive summaries • Operational reports • Financial reports •

Performance reports • Volunteer activity reports • Project status reports • Risk summaries • Community engagement reports

==========
4. BUSINESS

INTELLIGENCE

Business intelligence activities should:

- Consolidate reliable data • Identify meaningful trends • Highlight

significant changes • Support forecasting • Improve operational awareness • Assist strategic review

==========
5. REPORT DESIGN
==========

Reports should emphasize:

- Clear structure • Consistent terminology • Relevant metrics •

Actionable insights • Appropriate visualizations • Documented methodologies

==========
6.

DISTRIBUTION

Organizations should define:

- Intended audience • Reporting frequency • Distribution methods •

Access permissions • Review responsibilities

==========
7. REVIEW PROCESS
==========

Leadership should periodically evaluate whether reports remain:

- Accurate • Useful • Timely • Efficient • Mission aligned

==========

8.

DOCUMENTATION

Maintain records including:

- Report catalog • Metric definitions • Distribution schedules •

Revision history • Review findings • Improvement actions

==========

9.

CONTINUOUS IMPROVEMENT

Reporting and business intelligence practices should improve through leadership feedback, operational experience, governance reviews, and technological advancement.

==========

10.

LONG-TERM OBJECTIVE

The long-term objective is to establish a reporting and business intelligence framework that enables Civic Stations to transform organizational information into timely, understandable, and actionable knowledge supporting effective governance and mission success.

==========

END OF OM-086

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Operational Business Continuity Systems Handbook

OM-1117 Operational Business Continuity Systems Handbook

Purpose

The Operational Business Continuity Systems Handbook establishes methods for ensuring Civic Station operations can continue during and after significant disruptions. Continuity planning helps maintain essential functions, protect critical information, and restore normal operations as efficiently as possible.

Objectives

- Maintain essential operations during disruptions. • Protect critical

records and resources. • Minimize operational downtime. • Improve organizational resilience. • Support coordinated recovery efforts.

Continuity Principles

1. Identify mission-critical functions.

2. Prepare for likely disruptions.

3. Maintain redundant access to essential information.

4. Define clear recovery priorities.

5. Practice continuity procedures.

6. Improve plans after real-world events and exercises.

Continuity Planning Process

1. Identify essential services.

2. Assess threats to continuity.

3. Determine recovery priorities.

4. Develop continuity procedures.

5. Assign continuity responsibilities.

6. Test continuity plans.

7. Review lessons learned.

8. Update documentation regularly.

Potential Disruptions

Examples include: • Severe weather • Utility outages • Communication failures • Loss of meeting facilities • Equipment failures • Volunteer shortages • Cybersecurity incidents • Supply interruptions

Recovery Priorities

Continuity plans should prioritize: • Volunteer safety • Communication capability • Access to critical documentation • Restoration of essential operations • Community support activities • Long-term operational recovery

Continuity Documentation

Plans should include: • Essential functions • Key contacts • Recovery procedures • Alternate operating locations • Resource inventories • Communication plans • Review schedule

Measures of Success

Effective continuity planning may be measured through: • Reduced operational downtime • Faster service restoration • Successful continuity exercises • Improved volunteer readiness • Reliable access to essential information • Increased organizational resilience

Relationship to Other Manuals

OM-1117 builds upon OM-1116 Operational Risk Management Systems by providing structured methods for maintaining operations when identified risks result in actual disruptions. It serves as a foundation for future manuals on emergency operations, crisis management, and organizational resilience.

End of OM-1117

Governance Organizational Partnership Framework

CSA-2077 Civic Station Architecture Governance Organizational Partnership Framework

Purpose

This document establishes a framework for enabling Civic Station organizations to build structured, voluntary partnerships that improve public service through shared resources, coordinated planning, knowledge exchange, and collaborative governance while preserving the independence of each participating organization.

Definition

Governance Organizational Partnership is the structured and mutually agreed relationship between two or more organizations established to achieve shared civic objectives through coordinated action, resource sharing, and responsible collaboration.

Objectives

- Encourage voluntary inter-organizational cooperation. • Improve

coordination on shared civic initiatives. • Promote responsible resource sharing. • Strengthen regional and cross-sector collaboration. • Expand organizational capability through partnership.

Guiding Principles

1. Partnerships should preserve organizational autonomy.

2. Shared goals should be clearly documented.

3. Roles and responsibilities should be mutually understood.

4. Collaboration should increase public value.

5. Partnerships should be regularly reviewed for effectiveness.

Partnership Domains

Strategic Partnerships - Joint planning - Shared initiatives - Long-term collaboration - Mission alignment

Operational Partnerships - Shared services - Resource coordination - Mutual assistance - Operational support

Knowledge Partnerships - Best-practice exchange - Joint training - Research collaboration - Organizational learning

Community Partnerships - Civic engagement - Volunteer coordination - Educational programs - Public outreach

Organizational Partnership Process

1. Identify common objectives.

2. Evaluate partnership compatibility.

3. Develop a written partnership agreement.

4. Coordinate governance, communication, and responsibilities.

5. Monitor outcomes and shared benefits.

6. Review, renew, revise, or conclude the partnership.

Partnership Review Questions

- Are shared objectives being achieved?
- Are responsibilities clearly understood?
- Is collaboration benefiting all participants?
- Has public value increased?
- Should the partnership continue, expand, or conclude?

Characteristics of Effective Organizational Partnerships

- Voluntary • Collaborative • Transparent • Accountable • Respectful •

Sustainable • Mission-Focused

Relationship to Other Frameworks

This framework builds upon:

- CSA-2051 Governance Knowledge Ecosystem Integration Framework

- CSA-2061 Governance Organizational Learning Framework
- CSA-2070 Governance Organizational Excellence Maturity Framework
- CSA-2075 Governance Organizational Recognition Framework
- CSA-2076 Governance Organizational Mentorship Framework

Together these frameworks establish a governance architecture that develops organizational excellence, shares knowledge, supports mentorship, and enables lasting partnerships that strengthen the entire Civic Station ecosystem.

Editorial Guidance

Partnerships should be formed to increase civic capability rather than organizational dependence. Civic Station encourages organizations to cooperate where shared effort creates greater public value while respecting local decision-making, accountability, and institutional independence.

End of CSA-2077

Universal Information Governance Information Governance Partnership Management Framework

CSA-214 — Universal Information Governance Information Governance Partnership Management Framework Version: Draft 0.1 Series: Civic Station Architecture Status: Architecture Planning Document

1. PURPOSE

This framework establishes a standardized approach for managing Information Governance partnerships throughout the Civic Station ecosystem. Information Governance Partnership Management ensures that relationships between organizations, institutions, communities, and governance participants are structured, maintained, and aligned toward shared governance objectives.

2. OBJECTIVES

- Establish consistent governance partnership practices.
- Improve coordination between partner organizations.
- Support shared governance responsibilities.
- Strengthen cooperative relationships.
- Enable broader governance participation.
- Align partnership management practices with the Universal Core architecture.

3. INFORMATION GOVERNANCE PARTNERSHIP MANAGEMENT PRINCIPLES

Partnership management shall be:

- Collaborative
- Trust-based
- Transparent
- Mutual
- Structured
- Governed

4. PARTNERSHIP MANAGEMENT MODEL

Each partnership management program should define:

- Partnership objectives
- Partner roles
- Shared responsibilities
- Relationship agreements
- Coordination methods
- Communication expectations
- Resource contributions
- Performance measures
- Review processes
- Governance status

5. PARTNERSHIP MANAGEMENT LIFECYCLE

Partnership activities include:

- Partnership identification
- Relationship development
- Agreement establishment
- Joint planning
- Collaboration execution
- Performance review
- Relationship improvement
- Renewal or transition

6. PARTNERSHIP MANAGEMENT CONTROLS

Organizations may implement:

- Partnership agreements
- Relationship management procedures
- Partner evaluation methods
- Shared governance processes
- Partnership review meetings
- Performance tracking systems

7. PERFORMANCE INDICATORS

Organizations should monitor:

- Partnership effectiveness
- Shared objective achievement
- Partner engagement

- Relationship stability
- Collaborative outcomes
- Governance maturity

8. GOVERNANCE

Leadership shall establish partnership standards, define partner responsibilities, oversee collaborative relationships, review partnership outcomes, allocate resources, and ensure consistent Information Governance Partnership Management throughout the enterprise.

9. CONTINUAL IMPROVEMENT

Partnership practices should evolve through relationship reviews, stakeholder feedback, performance analysis, operational experience, governance assessments, technology improvements, and lessons learned.

10. SUCCESS CRITERION

Every Civic Station deployment should maintain a governed Information Governance Partnership Management framework that enables trusted collaboration, expands governance capacity, strengthens shared responsibility, and improves alignment, accountability, and trust throughout the Universal Core architecture.

- Universal Core Community Partnership Architecture Framework

CSA-3100 Universal Core Community Partnership Architecture Framework

Purpose The Universal Core Community Partnership Architecture Framework establishes the enterprise architecture for developing, coordinating, governing, and sustaining partnerships between civic institutions, nonprofit organizations, educational institutions, businesses, volunteer groups, and community organizations. It provides a common structure that enables organizations to work together toward shared civic outcomes while preserving accountability, transparency, and local autonomy.

Objectives • Establish a standardized partnership architecture. • Encourage collaboration across community sectors. • Improve coordination of shared civic initiatives. • Strengthen trust through transparent partnership governance. • Support sustainable long-term community relationships.

Core Principles

1. Shared Purpose Partnerships should be organized around clearly

defined civic objectives.

2. Mutual Benefit Collaborative efforts should provide value to

participating organizations and the communities they serve.

3. Transparency Roles, expectations, and decision processes should be

documented and communicated.

4. Accountability Each partner should understand and fulfill agreed

responsibilities.

5. Continuous Collaboration Partnerships should be regularly evaluated

and strengthened over time.

Framework Components • Partnership Governance • Stakeholder Identification • Collaboration Agreements • Resource Coordination • Communication Framework • Joint Planning • Performance Measurement • Risk Management • Continuous Partnership Improvement

Architecture Lifecycle 1. Identify partnership opportunities. 2. Evaluate organizational alignment. 3. Establish governance and agreements. 4. Coordinate implementation. 5. Monitor partnership performance. 6. Resolve issues collaboratively. 7. Evaluate outcomes. 8. Improve and sustain partnerships.

Relationship to the Universal Core

Previous: • CSA-3090 Civic Engagement Architecture Framework • CSA-3099 Civic Engagement Reserved Framework

Next: • CSA-3101 Community Partnership Governance Framework • CSA-3102 Community Partnership Planning Framework • CSA-3103 Community Partnership Operations Framework • CSA-3104 Community Partnership Compliance Framework • CSA-3105 Community Partnership Performance Framework • CSA-3106 Community Partnership Improvement Framework • CSA-3107 Community Partnership Readiness Framework • CSA-3108 Community Partnership Integration Framework • CSA-3109 Community Partnership Reserved Framework

Version Draft Development Edition Civic Station Universal Core Architecture

Appendix A Universal Core Architecture Map

Title: Appendix A — Universal Core Architecture Map

Purpose: Show how the publication layers relate without combining their documents.

Relationship to Universal Core: This map is a publication-support view of the architecture described by CSF-0006, CSF-0017, CSF-0018, and CSA-002.

FOUNDATION LAYER

CS standards define Civic Station fundamentals. CSF documents explain the library's purpose, organization, navigation, publication, and stewardship.

CS + CSF | v

ARCHITECTURE LAYER

CSA documents map systems and provide reusable framework families.

| v

OPERATIONS LAYER

OM documents provide practical manuals for roles, programs, services, and recurring work.

| v

REFERENCE LAYER

Indexes, glossaries, appendices, and navigation guides help users select documents without changing their identities.

| v

PRINT AND DIGITAL PACKAGES

Packages are selected distributions of the same independent modules. A city packet, library collection, or print binder is a view of the archive, not a new combined source document.

AUTHORITY AND DERIVATION

- Source documents remain authoritative.
- Metadata describes source documents.
- Indexes point to source documents.
- Print packages reproduce source documents.
- Historical versions remain separate.
- Reserved identifiers remain empty.

Archive Information:

Official Archive: https://xvf97n.s.gy/UniversalCore

Contact: universalcorecivics@gmail.com

Reference and Library Connections

Topic and Source Finder

- Civic Station Community Network Workforce Development Partnership Handbook Reference Edition V1.0.0
- Civic Station Community Network Workforce Development Partnership Handbook Reference Edition V1.0.0
- Business Community Pathway
- Universal Information Governance Business Glossary Framework
- Organizational Reporting And Business Intelligence Handbook Reference Edition V1.0.0
- Operational Business Continuity Systems Handbook
- Governance Organizational Partnership Framework
- Universal Information Governance Information Governance Partnership Management Framework
- - Universal Core Community Partnership Architecture Framework
- Appendix A Universal Core Architecture Map

Related Publications

- Nonprofit Civic Partnership (CSUC-PAR-001)
- Cross-Sector Partnership Facilitator (CSUC-PAR-003)
- Civic Station Foundations (CSUC-FND-001)
- Core Reference Edition (CSUC-REF-001)